

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
6:00 p.m., Tuesday, March 18, 2014**

Selectboard: Seth Friedman, David Rogers and Cliff Peterson

Town Staff: Brian Bigelow

Public: Pam Parshall, Peter Bennett, Bob Murphy, Gerry Adams, Charlie VanWinkle.

6:00 p.m. Meeting called to order.

6:01 p.m. Public Comment – Pam Parshall spoke to area properties plowing snow into the travelled portion of Range Road - specifically, the owner of RA068T and John French as contractor for other properties. The Selectboard confirmed that snow can not be plowed into town highways. Staff directed to contact Chris Hunt and John French Trucking.

Peter Bennett spoke in favor of discontinuing the 8% penalty for late payment of property taxes. Discussion ensued and the Selectboard consensus was that the petition process would be the most appropriate means of putting the question to the residents.

6:10 p.m. Energy Committee – Committee members Bob Murphy, Gerry Adams and Peter Bennett met with the Selectboard and were congratulated on their success with the Vermont Home Energy Challenge and the resultant \$10,000 grant to be used on energy efficiencies. Options identified included lighting at the Town Garage and insulation at the Underhill Center Post Office. The Energy Committee will proceed with the grant process at their next meeting. Town Administrator to advise Town Finance Officer of status of grant.

6:27 p.m. Discussion about the status of various municipal projects.

Selectboard and Town Administrator had discussions about the following:

Underhill Flats/VT-15 Sidewalk Project. Request for Proposals for design engineering has been made with a due date of March 20th. Selection committee to initially meet on March 25, 2014 and selection to be made on or about March 31, 2014.

Town Garage Roof. Town Administrator to contact Weiman-Lamphere Architects and commission a Request for Proposal to be put out to bid on the job.

Status of 2013 FEMA Projects. Town Finance Officer and Road Foreman to attend the April 1, 2014 Selectboard meeting for further discussion on accounting status and which sites will be performed in house or contracted out.

Meadow Lane / Roaring Brook. Town Administrator to facilitate a meeting on site with Mike Weisel, Rebecca Pfeiffer and Chris Brunelle and stay in touch with resident point of contact Leila Bandar.

Trail Ordinance. Town Administrator to contact neighbors and local bodies about scheduling a meeting as part of the Selectboard agenda on April 29, 2014. Cliff Peterson to investigate the status of the County Road Commission's decision.

Appointment to Local Board. Charlie VanWinkle, Chair of the Development Review Board appeared and endorsed the application of Jim Gilmartin. David Rogers moved to appoint Jim Gilmartin to the Development Review Board for a 3 year term ending in March 2017. Cliff Peterson seconded and the motion passed 3-0. Staff to contact Jim Gilmartin and the other individual who had applied.

Emergency Operations Plan. Town Administrator meeting with Paul Luciano/CCRPC on March 24 and will update the Selectboard at their meeting of April 1, 2014.

PACIF Equipment Grant. By consensus the Selectboard approves the application of a grant for 50% of the cost of a set of Dump locks.

Road Policy. Town Administrator has made comments on the draft and forwarded it to the Road Foreman for his comments. In addition the Road Foreman is reviewing the Road and Bridge Standards required for increasing State funding in the event of a federally-declared disaster (ERAF). Staff comments will be incorporated into the next version and distributed.

Capital Improvement Program. Chair has asked the Town Finance Officer to attend the April 1st Selectboard meeting with proposals going forward to include potential funding mechanisms.

Town Hall Renovations. Exterior carpentry, window rehabilitation and painting contractors have been indentified and are waiting for appropriate weather.

Underhill Center Traffic/Speed. Transportation Engineer Chittenden County Regional Planning Commission will visit the site and identify potential solutions. Staff has re-contacted the Chittenden County Sheriff's Department regarding the issue.

Old Schoolhouse Task Force. Results of the assessment of the structure by Building Heritage are anticipated in 3-4 weeks. The Task Force will be requesting funds in the next budget cycle.

Schedule. On a motion by David Rogers, seconded by Cliff Peterson and passing on a 3-0 vote, the Selectboard confirmed the following dates for meeting every other Tuesday going forward into March 2015: April: 1st, 15th and 29th, May 13th and 27th, June 10th and 24th, July 8th and 22nd, August 5th and 19th, September 2nd, 16th and 30th, October 14th and 28th, November 11th and 25th, December 9th and 23rd, January 6th and 20th, February 3rd and 17th, March 3rd.

Jackson Hill Road. The Consensus of the Board was that they would proceed with a hearing prior to the expenditure of funds by either the Home Owner's Association or the Town. Staff to contact residents Ron and Luana Nedich.

Renewal of Town Land Contracts. David Rogers moved to approve the renewal of the Town Land Contract for Abbie Penfield and Charles Cyr at 380 Poker Hill Road. Cliff Peterson seconded and the motion passed 3-0.

David Rogers moved to approve the renewal of the Town Land Contract for Jeff and Karen Davis at 204 Stevensville Road. Cliff Peterson seconded and the motion passed 3-0.

8:12 p.m. Warrants and Minutes.

Review of 03/15/14 Minutes. David Rogers moved to approve the minutes of 03/15/2014. Cliff Peterson seconded and the motion passed 3-0.

Current Warrants reviewed and signed.

8:16 p.m. Announcements/Schedule.

Announcement made of next regular Selectboard Meeting scheduled for April 1, 2014 at 6:00PM.

8:17 p.m. Adjournment.

David Rogers moved to adjourn. Cliff Peterson seconded and the motion passed 3-0.

Immediately following adjournment; the Selectboard convened as the Underhill Liquor Control Board for consideration of the Tobacco and Liquor License Renewal Applications for Jacob's IGA and Underhill Country Store. Staff relayed that the employees at each establishment were current with their necessary training and education and that they both had passed an unannounced compliance test conducted by the Department of Liquor Control.

David Rogers moved to endorse the tobacco and liquor renewal applications of Jacobs & Son Market. Cliff Peterson seconded and the motion passed 3-0.

David Rogers moved to endorse the tobacco and liquor renewal applications of the Underhill Country Store. Cliff Peterson seconded and the motion passed 3-0.

At 8:23 David Rogers moved to adjourn the Underhill Liquor Control Board. Cliff Peterson seconded and the motion passed 3-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended.


Seth Friedman, Chair


Date